EHRP ALERT #2--Searching for Job Codes and Position Numbers

In response to questions which have been raised related to job code and position number searches, the following guidance on use of the two Position Management queries, Job Code Requisition Query (HE0019) and Position Number Requisition Report (HE0018), has been developed. Please use this guidance as a tool to help ensure the most effective position management practices are in place. This document will be loaded on the EHRP website at http://nbrss.nih.gov/training.html.

Queries for Position Management (For Use by HR Staff)

➢ Job Code Requisition Query (HE0019) - reports if an acceptable job code currently exists or if a new job code will need to be created. Upon entering required information on the query, you will be provided with a Job Code number that fits the position you wish to fill/establish. This is the first step you should take if you do not already have a job code number. The query will provide you with all available job code numbers.

➢ At the present time, you may get an extensive listing of job code numbers. You can choose any of these that you prefer, making sure that the position title is the same as your position title. If you receive a message that states "no matching values found", complete the EHRP Job Code/Position Number Request Form and submit it to the Position Management Group (PMG), Human Resources and Payroll Solutions Branch (HRPS), DESB, OHR.

Job code numbers are NIH-wide as opposed to being IC-specific.

➢ Position Number Requisition Report (HE0018) - reports if there is an inactive or vacant position available within a specific job code or if a new position will need to be created. Upon entering your Job Code number into this query, you will be provided with all open (vacant) and inactivated positions available for your use. You will not see any position that is currently filled.

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> ➢ If you receive a message that states "no matching values found", complete the EHRP Job Code/Position Number Request Form and submit it to the PMG.

Need Help?

Contact TASC by any of the following methods:

     Phone: 6-EHRP (301 496-3477)
     Email: TASC@nih.gov
     Website: http://support.cit.nih.gov/

Need more information about EHRP?

Visit the NBRSS EHRP website at: http://nbrss.nih.gov/ehrp.html